



## ***City of Gaithersburg***

31 South Summit Avenue  
Gaithersburg, Maryland 20877

### Planning Commission Regular Session Minutes City Hall - Council Chambers Wednesday, July 10, 2013, 7:30 PM

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#### **I. CALL TO ORDER**

Chair Bauer called the meeting to order at 7:30 p.m. Present at the meeting: Vice-Chair Lloyd Kaufman, Commissioner Danny Winborne, Planning Director Lauren Pruss, Community Planning Director Trudy Schwarz, Long-Range Planning Lead Rob Robinson, Planner Greg Mann, and Administrative Technician III Myriam Gonzalez.

#### **II. APPROVAL OF MINUTES**

- A. Regular Session Held May 15, 2013

Deferred

- B. Regular Session Held June 19, 2013

Motion was made by Vice-Chair Kaufman, seconded by Commissioner Winborne, that the Minutes of the June 19, 2013, Planning Commission Meeting be approved.

Vote: 3-0

#### **III. RECORD PLATS**

None

#### **IV. CONSENT ITEMS**

- A. SP-11-0008: Diamond Avenue Professional Building, CBD Zone  
436 E. Diamond Avenue  
Extension of Final Site Plan Approval

Motion was made by Vice-Chair Kaufman, seconded by Commissioner Winborne, that SP-11-0008: Diamond Avenue Professional Building, be granted EXTENSION OF FINAL SITE PLAN APPROVAL, with the original conditions.

Vote: 3-0

**V. SIGN PERMITS**

- A. SIGN-3088-2013, SIGN-3427-2013, SIGN-3328-2013  
C-2 Zone  
555 Quince Orchard Road  
Icon Sign

Planner Mann located the property, noting the locations of the proposed icon signs and the basis for their review by the Commission. He discussed their dimensions and lettering.

There were no speakers from the public.

Mr. Mann voiced staff's recommendation for approval of the application, as it meets the approval criteria of the City Code.

The Commission agreed with staff's recommendation and moved as follows:

Motion was made by Commissioner Winborne, seconded by Vice-Chair Kaufman, that SIGN-3088-2013, SIGN-3427-2013, SIGN-3328-2013, be APPROVED, finding them in accordance with § 24-212.

Vote: 3-0

- B. SIGN-3085-2013  
MXD Zone  
15780 Shady Grove Road  
Icon Sign

Planner Mann located the property and the specific location of the proposed building icon sign. He discussed the dimensions and lettering.

There were no public speakers.

He voiced staff's recommendation for approval, as it meets the City Code approval criteria.

Motion was made by Commissioner Winborne, seconded by Vice-Chair Kaufman, that SIGN-3085-2013, be APPROVED, finding it in conformance with § 24-212.

Vote: 3-0

**VI. SITE PLANS**

- A. AFP-2568-2013: Downtown Crown Community Sign Package, MXD Zone  
Crown Neighborhood 1  
Community Sign Package  
AMENDMENT TO FINAL PLAN REVIEW

Planner Robinson briefly provided background information regarding this plan, noting this item is before the Commission in compliance with a final approval (January 18, 2012) condition. He stated that the comprehensive signage is

based on the approved Schematic Development Plan Design Guidelines. He presented the site plan, noting the area where the signage will be located and introduced the applicant's team.

*Casey Alexis, JBG Rosenthal Retail Properties Marketing Manager*, indicated the sign package was a coordinated effort by all developers.

*Streetsense Consulting Planning Director John Huntzinger, applicant*, indicated the majority of the signs presented this evening would be painted metal or high quality acrylic on a masonry base and the lighting would depend on the final siting and landscaping. He presented and discussed all sign types and height/width ranges, as well as the general location for each type.

*Brett Snyder, JBG Rosenthal*, indicated there would still be traditional street signs for private streets and their signage would not conflict with those.

The following was testimony from the public:

*Robin Halloway, 10135 Reprise Drive, Rockville*, inquired about the signage that would be placed closest to her residential neighborhood. Planner Robinson identified the sign. She was advised to refer to staff for clarifications regarding inquiries she had about the forested area and existing fencing along the common property line.

Planner Robinson voiced staff's recommendation for approval, as the application meets the approval criteria, subject to conditions as listed in the Staff Comments. He briefly clarified the applicant's responsibility as part of the maintenance agreement in Condition 1.

The Commission inquired about color coordination, lighting of specific signs and the City identification phrase. Chair Bauer voiced concerns regarding the lack of specific information about the dimensions, type and construction of the signage, and the information on the garage signs. Regarding the latter, he suggested the information proposed for the pole signs would work better on the garage due to a proliferation of information on the garage. He also suggested using the pedestrian directories for other purposes, e.g., recycling bins, announcing current events, etc.

In response to the Commission, Mr. Huntzinger identified which signage would not be lit, the lettering and panel texture of the monument signs, and known specific materials for other signage. Mrs. Alexis noted that the placement and panel size of the garage signage is still undetermined. Chair Bauer noted the garage signage needs to be more permanent than presented and needs to come back for Commission review. The Commission requested this application be placed on the consent agenda for review of the primary monument sign in terms of final siting and materials, the secondary monument sign in terms of lighting, and the garage signage in terms of materials and explanation of programming as to how the signage will be used.

Motion was made by Vice-Chair Kaufman, seconded by Commissioner Winborne, that AFP-2568-2013: Downtown Crown Community Sign Package, be granted AMENDMENT TO FINAL PLAN APPROVAL, finding it in compliance with

Sec. 24- with the following conditions:

1. Applicant is to revise the non-standard maintenance agreement to explicitly include those signage elements located in the public rights-of-way not previously addressed;
2. Applicant is to receive approval of footings prior to the issuance of applicable site development permit; and
3. Applicant is to resubmit final designs for the primary monument, secondary monument, and garage banners for planning commission approval.

Vote: 3-0

## **VII. FROM THE COMMISSION**

Danny Winborne

1. Commented favorably on the City's 4<sup>th</sup> of July celebration.
2. Complimented the Planning and Code Administration staff for the quality of their work.

Chair Bauer

Praised staff for the 2012 Planning Annual Report. Planning Director Pruss gave kudos to Planner Greg Mann for his work.

Vice-Chair Kaufman

Referenced the directory signs of the Downtown Crown community sign package, noting their map concept should be used in other similar communities.

## **VIII. FROM STAFF**

Planning Director Pruss

Reminded the Commission of the Tour of The Spectrum community on July 29 at 7:30 p.m., noting the public is invited and those interested need to RSVP to the Planning Department at 301-258-6330.

Community Planning Director Schwarz

Listed upcoming regular meetings of the Commission on July 24 and August 7, and a joint public hearing with the City Council on August 19.

**IX. ADJOURNMENT**

There being no further business to come before this session, the meeting was duly adjourned at 8:44 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Myriam Gonzalez", with a horizontal line extending from the end of the signature.

Myriam Gonzalez  
Recording Secretary

DRAFT